

MOTOR CARRIER NEW ACCOUNT CHECKLIST

- ____ PROOF THAT REGISTRANT OWNS, LEASES, OR RENTS A PHYSICAL STRUCTURE IN TENNESSEE:
- FOR RENTAL OR LEASED PROPERTY PLEASE PROVIDE AT LEAST ONE OF THE FOLLOWING
 - SIGNED LEASED AGREEMENT
 - RENTAL INSURANCE STATEMENT
 - FOR PROOF OF OWNERSHIP, PLEASE PROVIDE AT LEAST ONE OF THE FOLLOWING:
 - MORTGAGE PAYMENT STUB
 - PROPERTY TAX STATEMENT
 - HOMEOWNERS INSURANCE STATEMENT
- ____ STREET NUMBER OR ROAD LOCATION OF THE PHYSICAL STRUCTURE
- ____ A PERSON CONDUCTING THE FLEET BUSINESS (PROVIDE STATEMENT EXPLAINING WHO IS THERE, WHAT HOURS THEY ARE THERE AND WHAT TAKES PLACE AT THE BUSINESS LOCATION)
- ____ PUBLICLY LISTED TELEPHONE IN THE NAME OF THE FLEET REGISTRANT AT ADDRESS PROVIDED ON THE SCHEDULE A
- ____ MOTOR CARRIER IDENTIFICATION REPORT (MCS-150) & (MCS-150A)
- IF UPDATED WITHIN THE PAST TWELVE (12) MONTHS, THIS IS NOT NEEDED
- ____ HEAVY VEHICLE USE TAX, PROVIDE DOCUMENTATION TAX HAS BEEN PAID:
- IF LESS THAN 21 VEHICLES REPORTED PROVIDE DETAILED LIST OF VIN
 - IF OVER 21 VEHICLES DETAILED LIST IS NOT NEEDED
- ____ OWNERS AUTHORIZATION TO LESSEE
- IF OWNER OF THE VEHICLE IS DIFFERENT FROM THE REGISTRANT
- ____ PROOF OF TN TITLE:
- WHEN APPLYING FOR TITLE THROUGH IRP PLEASE PROVIDE THE FOLLOWING:
 - ORIGINAL TITLE IF NO LIEN NOTED
 - COPY OF TITLE, FRONT AND BACK, IF LIEN NOTED (EXCLUDING STATES WHERE OWNERS HOLD THEIR OWN TITLES)
 - BILL OF SALE REQUIRED ON ALL CERTIFICATES OF ORIGIN (MSO) AND FOR PROOF OF SALES TAX PAID
 - SALES TAX SATISFIED AT TIME OF APPLICATION (IF EXEMPT PROVIDE SALES TAX EXEMPTION FORM WITH MC# NOTED)
 - PROVIDE COPY OF VALID APPLICATION FROM CLERKS OFFICE

***ATTENTION ***

All registrants that were previously licensed in another state must report actual miles and provide a copy of the previous registration on all vehicles being registered.